

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 a.m., Wednesday, July 17, 2019
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on July 17, 2019 at R&R Realty Group/ Westfield Campus in West Des Moines Iowa. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on July 12, 2019. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

Executive Members Present:

Steven Gaer | City of West Des Moines
Joe Gatto | City of Des Moines
Gary Lorenz | City of Ankeny
Kyle Mertz | City of Altoona
Chris Coleman | City of Des Moines
Stephanie Riva | City of Norwalk
Sara Kurovski | City of Pleasant Hill
Matt McCoy | Polk County
Bob Andeweg | City of Urbandale
Andy Loonan | IDOT

Others

Staff Present:

Jonathan Wilson | MPO General Counsel
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Planning Manager
Tracey Deckard | Office Manager
Andrew Collings | Principal Planner
Sreyoshi Chakraborty | Senior Planner
Gunnar Olson | Communications & Strategy Manager

Executive Members Absent:

Tom Armstrong | City of Grimes
Ted Weaver | City of Clive

1. Call to Order

MPO Chair Steve Gaer called the July 17, 2019, meeting to order at 11:32 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made to approve the July 17, 2019, Des Moines Area Metropolitan Planning Organization Executive Committee amended meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

MOTION: A motion was made to approve the June 6, 2019 Executive Committee meeting minutes.

MOTION CARRIED

4. Contracts and Expenses

Executive Director presented. Recommend approval of payments to HDR, Jester Insurance and Newport Group, Inc.

MOTION: A motion was made to approve payments to HDR for Travel Model Updates, Jester Insurance for the annual office insurance renewal and to Newport Group, Inc. for the salary and benefit analysis.

MOTION CARRIED

[Joe Gatto arrives 11:34]

5. Federal Fiscal Year 2019-2022 Transportation Improvement Program (TIP) Amendment Request

Staff presented. Recommend approval of the FFY 2019-2022 TIP Amendment made by DART.

MOTION: A motion was made to approve the FFY 2019-2022 TIP Amendment made by DART.

MOTION CARRIED

6. **Federal Fiscal Year 2020-2023 Transportation Improvement Program (TIP)**
Staff presented. Recommend approval of the Final FFY 2020-2023 TIP.
MOTION: A motion was made to approve the FY 2020-2023 TIP.
MOTION CARRIED
[Chris Coleman arrives 11:39]
7. **Mobilizing Tomorrow Fiscally Constrained Project List**
Staff presented. Recommend approval of the Mobilizing Tomorrow fiscally constrained project list.
MOTION: A motion was made to approve the Mobilizing Tomorrow fiscally constrained project list.
MOTION CARRIED
[Kyle Mertz arrives 11:44]
8. **Polk Soil and Water Conservation District Memorandum of Understanding**
Staff presented. Recommend approval of the Polk Soil and Water Conservation District Memorandum of Understanding.
MOTION: A motion was made to approve the Polk Soil and Water Conservation District Memorandum of Understanding.
MOTION CARRIED
9. **MPO and CIRTPA Service Agreement**
Staff presented. Recommend approval of the MPO and CIRTPA Service Agreement.
MOTION: A motion was made to approve the MPO and CIRTPA Service Agreement.
MOTION CARRIED
10. **FFY 2020 Banking and Public Funds Investment Policy**
Executive Director presented. Recommend approval of the FFY 2020 Investment Policy.
MOTION: A motion was made to approve the FFY 2020 Investment Policy.
MOTION CARRIED
11. **FFY 2019 End-of-Year Financial Report.**
Staff presented. Report and discussion only.
12. **Benefits and Salary Survey**
Kevin Paulsen of Newport Group presented. Discussion ensued. Additional information was requested to be provided. Report and discussion only.
13. **Local Pavement Condition Data Collection**
Staff presented. Report and discussion only.
[Chris Coleman leaves the meeting 12:22 p.m.]
14. **Upcoming Events**
Staff presented. Report only.
15. **Other Non-Action Items**
An update of the status of the Transload was discussed. Environmental in progress and BUILD Grant submitted. General Counsel provided an update on the pending litigation.
Sara Kurovski inquired about the status of setting policy for use of leftover STBG funding. Executive Director indicated that a rough draft was in progress.
The Assistant Director advised the board of an Iowa State Fair event where the MPO Data Bike would be displayed and discussed.
16. **Next Meeting Date**
August 15, 2019 at 11:30 a.m. at the MPO offices.
17. **Adjournment**
Hearing no objection to the contrary, Chair Steve Gaer adjourned the Executive Committee meeting at 12:38 p.m..